

## ROLE BRIEF

<b>Department:</b>	<b>Business Intelligence</b>
<b>Job Title:</b>	<b>Information Analyst</b>
<b>Location:</b>	<b>Crowborough</b>
<b>Key Duties:</b>	<p>The Horder Centre 's Performance and Information Team has a vacancy for an Information Analyst. The role would be suitable for either a recent graduate who will then be trained and developed into the role or someone with previous experience looking to take the next step into an analytical role.</p> <p>The Business Intelligence Team develop business information and performance management tools and offer advice and guidance to managers and clinicians within the Horder Health care on the use, interpretation and analysis of data.</p>
<b>Key Accountabilities:</b>	<p>We are looking for someone who will take a proactive role in the development of a high quality and responsive business informatics service to corporate and clinical users in order to provide information and support the objectives of Horder Healthcare .</p> <p>You will help develop and maintain reports produced from the Horder Healthcare's data warehouse, assist in the development and provision of an information analysis service to managers and clinicians and you will develop procedures to help improve data quality.</p> <p>The role will involve both a technical and creative skill set and to be considered for this role you must be educated to degree level in a numerate discipline, or have equivalent experience; have experience of producing and presenting summary and statistical information; have an understanding of relational databases such as SQL, possess mathematical reasoning and analytical skills and be logical in your approach to problem solving.</p>
<b>Key Knowledge, Skills, Experience &amp; Personal Attributes:</b>	<ul style="list-style-type: none"> <li>• Strong technical problem solving skills and experience</li> <li>• Excellent verbal and written communication skills with internal and external stakeholders.</li> <li>• Experience of iPM, PAS, Compucare, SAGE - <i>Nice to have</i>.</li> <li>• Experience working with a Data warehouse</li> <li>• MS Microsoft Excel ,SQL</li> <li>• Reporting tools</li> </ul> <p>Personal Attributes</p> <ul style="list-style-type: none"> <li>• Attention to detail</li> <li>• Enthusiastic, communicative and inquisitive individual</li> <li>• Ability to provide and receive highly complex, sensitive or contentious information, negotiate with senior stakeholders on difficult and controversial issues, and present complex and sensitive information to large and influential groups</li> <li>• Always looking to learn and interested in technology and service improvement</li> <li>• Motivated by producing quality work within agreed timescales</li> <li>• Creative problem solver</li> <li>• Structured in his/her working practices</li> </ul>

<b>Health and Safety:</b>	<p><b>The Health Act 2008</b></p> <p>Code of Practice for Prevention and Control of Healthcare Associated Infections :</p> <p>You will carry out your duties in a way that maintains and promotes the principles and practice of infection prevention and control. You will comply with national standards, policies, guidelines and procedures. If you need a few tips, speak with our Infection Control Specialist.</p> <p>For clinical colleagues with direct patient contact, this will include (but is not limited to):</p> <ul style="list-style-type: none"> <li>• compliance with clinical procedures and protocols, including uniform and dress code</li> <li>• the use of personal protective equipment</li> <li>• safe procedures for using aseptic techniques</li> <li>• safe disposal of sharps.</li> </ul> <p>Please take due care at work, reporting any accidents, incidents or near misses to your line manager and record them on the Datix system.</p>
<b>Equal Opportunities</b>	<p>Horder Healthcare's Equal Opportunities Policy tells you all about our commitment to ensuring that no patient, colleague or prospective colleague is discriminated against, whether directly or indirectly on the grounds of: gender, sexual orientation, age, marital status, responsibility for dependents, disability, religion, creed, colour, race, nationality, ethnic or national origin, trade union activity, social background, health status, or is disadvantaged by conditions or requirements which cannot be shown as justifiable.</p>
<b>Confidentiality</b>	<p>You will make sure that no confidential information is disclosed about Horder Healthcare or its associated companies (including information about patients and colleagues) to any unauthorised person.</p>
<b>Safeguarding</b>	<p>You will be aware of the key issues in safeguarding children and vulnerable adults from significant and serious harm. Reporting safeguarding concerns to appropriate professionals and recording incidents accurately.</p>
<b>People Managers (if applicable)</b>	<p>You have a responsibility to manage your team, ensuring safe staffing levels at all times. You should ensure all new team members are effectively inducted onto your department; making sure that mandatory training is complete and kept up to date. You should effectively manage your team members monitoring performance and absence, using the HR policies and procedures.</p>
<b>Review</b>	<p>Whilst this role brief outlines the main duties of your role identified at the date of issue, you may be required to carry out additional tasks as requested by senior colleagues. Your role may be subject to amendments in the light of the changing needs of the business, and will be reviewed periodically, which we'll discuss with you first.</p>
<b>Role Brief Agreement</b>	<p>I have read this role brief and understand the contents of my day-to-day duties. I also understand that this role brief may change over time with the business needs of Horder Healthcare. I understand that the role brief will therefore be subject to periodic review.</p> <p><b>Colleague name:</b></p> <p><b>Colleague signature:</b></p> <p><b>Date:</b></p>